



REQUEST FOR STATEMENT OF QUALIFICATIONS FOR

THOMAS ROAD DESIGN PIMA ROAD TO CIVIC CENTER PLAZA

PROJECT DESCRIPTION

The City of Scottsdale (City) is seeking statement of qualifications from qualified teams composed of Civil Engineers and Landscape Architects for Design Services consisting of the preparation of final design, plans, specifications and contract documents for bicycle, pedestrian and intersection enhancements on Thomas Road from Pima Road to Civic Center Plaza. An interdisciplinary team with experience in landscape/streetscape design and transportation planning/engineering is required. The total project budget, including design and construction, is approximately \$3,600,000.

BACKGROUND

Thomas Road is classified as a Minor Arterial – Suburban roadway in the Transportation Master Plan (January 2008). The minor arterial-suburban roadway classification as shown in the Transportation Master Plan and in the Design Standards and Policies Manual (DS&PM), includes two travel lanes in each direction, bicycle lanes, raised landscape medians, underground utilities, and sidewalks.

Thomas Road includes right-of-ways located in the City of Scottsdale.

Conceptual design and a project assessment report have been completed for this section of Thomas Road.

ABBREVIATED SCOPE OF WORK

Below is an abbreviated scope of work for the project. This should not be construed as being final and comprehensive. A final Scope of Work will be prepared prior to contract negotiations with the highest ranked firm.

The selected firm will be required to perform or provide the following services:

1. Review and evaluate all existing data including conceptual design plans, drainage reports, utility maps, aerial photos, as-builts and City Standards relevant to the project.
2. Perform all necessary field survey work to prepare the engineering plans and specifications for the projects.
3. Prepare the necessary design of the entire infrastructure required for this segment of Thomas Road, consistent with the recommendations contained in the project assessment report and 30% plans. This shall include cost estimates.
4. Insure that all of the necessary right-of-way easements and other conveyances are in place. Prepare all necessary legal descriptions.
5. Coordinate the development of final plans with utility companies and municipal providers in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide. This may include the possible undergrounding of the existing electrical powerlines.
6. Coordinate review and approval of final plans with the various City of Scottsdale Departments and Divisions.
7. Prepare plans as needed for City of Scottsdale Development Review Board review and approval.
8. Prepare contract documents, special provisions, engineer's estimate, assist with the preparation of bid documents, and assist in bidding of the projects.
9. Attend all meetings related to these projects as required by City staff, including but not limited to bi-weekly design meetings, public meetings, and City Council meetings.
10. Coordinate with Scottsdale Public Art and the selected public artist for this project. Integrate the artist's concepts and designs into all project plans, as applicable.
11. Coordinate public outreach to the community throughout the design process.

SUBMITTAL REQUIREMENTS

Reply to this request with a digital submittal as Adobe 7.0 PDF format via email to:
gmeyer@scottsdaleaz.gov

The subject line of the email must read: Thomas Road SOQ

Limit your submittal to ten 8 ½ x 11 pages (text on one side only). A cover letter may be included in addition to the ten pages. Submittals which exceed the ten page limitation will not be considered. Maximum document size is 10Mb. Minimum text size is 10 point. Please make sure the document is readable if printed in black/white.

Please address the following:

1. List the name of the firm, address, contact person, phone number, and email contact.
2. **Firm's Capabilities** – Briefly describe three similar projects, which your firm has completed in the past five years. List the members of each project team and the specific role played by each member. Please provide references for each project.
3. **Project Features** – Identify and discuss significant project features, which you perceive will influence the design and implementation of the Thomas Road enhancements.
4. **Project Approach** – Incorporating the project features identified in Item 3 above, discuss the various strategies you would employ during the design phase of these projects to mitigate anticipated design and construction issues.
5. **Project Schedule** - The project schedule is extremely important for the city. Provide a graphic project schedule that identifies significant issues/tasks, relationships between tasks and time frames required to address the completion of this segment of Thomas Road in the most expeditious manner possible.
6. **Local Knowledge** - Identify your firm's familiarity with the City of Scottsdale's procedures in order to successfully design this project.
7. **Active Contracts** – List your projects currently under contract with the City of Scottsdale where your firm is the prime consultant. Please list the remaining contract value (defined as the difference between the contract award amount and the sum of the current billings). The following criteria will be used in the evaluation process for this requirement.

Total remaining contract value:

\$0 to \$100,000	5 Points
\$100,000 to \$500,000	3 Points
Over \$500,000	0 Points

EVALUATION CRITERIA

Evaluation of the submittals will be based on the following:

* Firm's Capabilities – experience with similar projects	(30 points)
* Project Features – identification of significant design and construction issues	(25 points)
* Project Approach	(25 points)
* Project Schedule	(10 points)
* Local Knowledge	(5 points)
* Active Contracts	(5 points)

SELECTION PROCESS

Selection of firms who submit proposals for this engineering services contract will be made through an evaluation process based on the written proposals submitted and the above Evaluation Criteria.

Interviews may be required of the short-listed teams, but the City of Scottsdale reserves the right to make final selection based solely on the above mentioned evaluation criteria and written proposals. If interviews are necessary, the short-listed firms will receive notification – no later than Friday, February 12, 2010.

INDEMNIFICATION & INSURANCE REQUIREMENTS

The City of Scottsdale requires the selected team execute an Engineering Services Contract. The City has the basic format of this contract on our web site:

<http://www.scottsdaleaz.gov/Assets/documents/projects/Capital+Projects/Eng10.pdf>

The City's indemnification and insurance language is included in this contract. Submission of your Statement of Qualifications shall indicate your firms' ability and agreement to sign Scottsdale's Standard Engineering Services Contract. Questions shall be addressed prior to submittal in writing.

For firms submitting proposals the City requires a statement in the proposal that the firms have read and understood all the elements laid out in the Engineering Services Contract.

PRE-PROPOSAL MEETING

A pre-proposal meeting will be held at the Scottsdale Civic Center Library Auditorium, 3839 N. Drinkwater Drive on Jan. 13, 2010 at 9:30am. The Auditorium is located on the lower level near the front entry.

SUBMITTAL TIME AND PLACE

Responses to this request must be received via email **no later than 11am on Tuesday, January 26, 2010.**

Please send email to: gmeyer@scottsdaleaz.gov with **Thomas Road SOQ** in the subject line. The city reserves the right to cancel or modify this Request for Qualifications at any time.

Any questions may be addressed to:

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Capital Project Management
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